

**State Of Connecticut
Department Of Social Services - Southern Region
"Promotional Opportunity"**

**Social Services Investigations Supervisor
(Client Fraud and Resources Investigations Unit)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: December 14, 2009

Closing Date: December 22, 2009

The Department of Social Services, Southern Region is currently recruiting for the position of Social Services Investigations Supervisor within the Client Fraud and Resources Investigations Unit, New Haven Regional Office.

Open To: Department of Social Services Employees only

Position: Social Services Investigations Supervisor (SH-23)
Position Number 82231

Bargaining Unit: Social and Human Services (P-2)

Salary Range: \$56,895.00 - \$72,483.00 Annually

Location: 194 Bassett Street, New Haven, CT

EXAMPLE OF DUTIES: The Investigations Supervisor is accountable for supervising a unit engaged in performing investigations relevant to client fraud and resources, child support obligations and their enforcement or financial status of individuals receiving public assistance. Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance including identifying, planning and implementing training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, cooperating agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; monitors and coordinates performance of local cooperative agencies; implements personnel policies and procedures; prepares unit corrective action plans to comply with quality review procedures; participates in court proceedings when necessary; performs related duties as required

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; considerable knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; considerable knowledge of investigatory methods and techniques; considerable knowledge of Eligibility Management or Connecticut Child Support Enforcement System; considerable knowledge of property ownership, personal finances, paternity and child support issues; considerable knowledge of court procedures and related legal instruments; knowledge of personnel policies; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

SPECIAL REQUIREMENTS: Consideration will be given to Department of Social Services employees who have taken and passed the examination for Social Services Investigations Supervisor and are currently eligible for appointment to this classification. Lateral Transfers and Department of Social Services employees with Permanent Status in this classification may also apply. The filling of this position will be in accordance with all State Reemployment, SEBAC, P-2 Transfer lists, Merit promotional and Certification rules accordingly.

Note: This position may be filled by candidates from the mandatory Re-employment, Sebac and P-2 Transfer Lists, which we are obligated to use. Applications will be accepted from candidates who have taken the current Social Services Investigations Supervisor Examination Number 091600 and have received a passing score or State employees who have attained permanent status in the class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website: www.das.state.ct.us/exam/default.asp#APPLICATION . When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have already faxed the materials. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

Jean Walden, Human Resources Associate
Department of Social Services- Southern Region
Human Resources Division
194 Bassett Street, New Haven, CT 06511

Fax Number: (203) 789-6858

APPLICATIONS MUST BE RECEIVED ON OR BEFORE TUESDAY, DECEMBER 22, 2009, CLOSE OF BUSINESS

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER